

## **PERSONNEL BUDGETING**

### **POSITIONS**

**Abolitions and transfers should be requested in the budget request rather than deferred for later administrative action. Personnel data should be submitted via HOB0, HOB0-generated printouts, or an approved, automated/electronic format (mainframe data set or spreadsheet).** Hardcopy submissions should include only the original. Any other questions regarding the submission of personnel data should be directed to John Pirro, DBM Director of Finance and Administration (410-260-7059).

Proposed reorganizations and related budgetary position actions should be reflected in the request only after prior consultation with your Budget Analyst. Please adhere to the following rules for submitting printouts:

- Only original HOB0 printout should be submitted.
- Cross out, **do not white out**, any original printed information.
- **Do not cross out a PIN and reenter the same PIN somewhere else on the printout.**

### **HOB0 Data Submissions**

- Update the record ID, class code, class title, FY06 positions and dollars, FY07 positions and dollars, and/or fund percent changes as necessary.
- Insert a “flag” in Column 19 to identify data changes. This “flag” can be any character the agency chooses.
- Changes to FTE counts must use one of the following codes:
  - **RA** - requested abolition
  - **RNP** - requested new position,
  - **CC** - contractual conversion,
  - **PTFT or FTPT** (part-time to full-time or full-time to part-time) - for an increase or reduction in an FTE count,
  - **RTF** - requested transfer from
  - **RTT** - requested transfer to for a fiscal year transfer of a position.

**RTT** and **RTF** should be used only if necessary. Either reorganize now or wait to reorganize after the allowance.

### **FY 2005 Salary Data**

Actual amounts expended for regular earnings (Comptroller Object 0101) are available again by **program and class code**. DBM will combine the data from Central Payroll with the position control files as of June 30th and have the actual year data necessary to print the personnel detail in the budget books. R\*STARS adjustments are not reflected and merging of salaries for a position that was reclassified (e.g., an Office Secretary II becomes an Office Secretary III and the two salaries need to be merged with the position record) **are not** reflected.

## **FY 2006 and FY 2007 Data**

The HOBO printout should be modified to include:

- Position abolitions, new positions for FY 2006, agency/program/subprogram changes, or fund changes reflected on MS-310 submitted to DBM Office of Personnel Services and Benefits prior to the submission of your budget. Agencies submitting multiple budgets should not reflect changes that impact budgets already submitted unless the corresponding action in the submitted budget was reflected at the time of submission. In either case, include only **approved** reclassifications.
- FY 2007 budget request changes (abolitions, transfers). **Since new positions are discouraged, do not put non-approved new positions for FY 2007 into the HOBO printout. Any new positions must be submitted as a request above the target. If approved, such positions will be added later.**
- Only reorganizations approved in FY 2006.
- **The percent of employment for positions is shown by the decimal equivalent (50% should be shown as .50).**

## **Salaries Used for FY 2007 Budget**

- The salary schedule effective July 1, 2005 (attached) will be used as the basis for budgeting FY 2006 salaries and projecting 2007 salaries.
- **Increments for FY 2006 and FY 2007 should be included in your projections.** All grade/step positions receive a one step increase in FY 2007. Positions with a January increment receive a half-step increase in FY 2006 that carries forward into FY 2007.
- **No additional funds should be budgeted for a COLA.** The Department of Budget and Management will make any FY 2007 COLA changes that may result from collective bargaining negotiations at the FY 2007 Allowance process. **Agencies with non-general funded positions should anticipate the possibility of a FY 2007 COLA increase, and estimate the effect on available fund balances of Special and Federal Fund sources.**
- Salary forecasts for **Executive Pay Plan (EPP) salaries will reflect the FY 2006 COLA but will not reflect any merit increases.** Please update all EPP positions to reflect any merit increases in FY 2006 and carry this revised salary forward in FY 2007. EPP salaries will be checked against the DBM-OPSB database as of mid-September 2005 to ensure accurate salaries. Agencies must process MS-310's in a timely manner to allow time for processing to ensure the OPSB database is up-to-date by September 3, 2005.

## **New Position Requests**

Every effort should be made to meet agency needs within the existing workforce before requesting new positions. New position requests, including contractual conversions, must be requested as an over the target item, even if the agency plans to fund the positions within the GENERAL FUND target. The over the target requests must be limited to demands from major workload growth that is already in effect, new facilities already approved, new mandates, program transfers which cannot be met by reallocations, and Federal contracts and grants.

New position requests will be entered into HOBOS by the DBM analyst, when approved in December. New positions, other than contractual conversions, are to be requested at the base salary even though you may intend to recruit for the position at a higher step. Contractual conversions should be budgeted no greater than one step above the grade/step of the current contract.

In detail submitted as part of the over the target request, include the number of positions (decimal equivalent), title, class code, annual salary, and need justification. **All of the following conditions must be met for new position requests to be given consideration:**

- There is a justified need for and a benefit from such a new position (quantifiable workload).
- The work cannot be absorbed by existing staff, performed by student help, patient/inmate labor or positions reallocated from other areas (program discontinuations or excessive vacancies).
- The function is expected to be needed for at least three fiscal years.
- The need is for a full-time employee for 40 weeks during the year.
- The funding for the position (Federal/private/local government grant program or student government fees) is reasonably expected to be available for more than three years.
- Funded within the GENERAL FUND target.

## **Contractual Conversions**

Agencies may request contractual conversions as an item above the target and only as part of an overall staffing plan that significantly reduces the total number of authorized PINs. New positions may be requested to replace contractual employees (Comptroller Object 0220) when **all** of the following conditions are met.

- There is a justified need for an employee.
- The employee is not student help, patient labor or an inmate.

- The function is expected to be needed for at least three fiscal years.
- The need is for a full-time employee, or at least 32 hours a week for 40 weeks during the year.
- The funding for the position (Federal/private/local government grant program or student government fees) is reasonably expected to be available for more than three years.
- The contract position and funding was approved in the **FY 2006 Legislative Appropriation**.
- Funding for the conversion **is included in the GENERAL FUND target**.